Project Close-Out

Introduction

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***Project Close-Out
Stage Planning***

The last major phase of a project's life cycle is the close-out. Close-out is performed once objectives have been met and the user has accepted the project's product. Closing a project is a fairly routine process.

The key elements to project close-out are:

- Re-disbursement of resources—staff, facilities, and automated systems
- Completing and archiving project records
- Documenting the successes and issues of the project
- Celebrating project completion
- Conducting a lessons learned session

These activities are particularly important on large projects with extensive records and resources.

Not discussed as part of this section are particular processes in transitioning the technical support into maintenance and operation. These tasks are diverse and unique to the specific development environment of a project.